

PROCUREMENT ADMINISTRATOR

CL-28

Introduction

This position is located in the Administrative Division of the Office of the Clerk. The incumbent is responsible for the overall administration and daily supervision of the various court units' (which includes the Clerk's Office, Legal Division, Library, Circuit Executive's Office, and chambers) procurement and facilities program.

Representative Duties

Procures supplies, equipment, miscellaneous services and furnishings from government and non-government sources through new contracts, competitive bids or existing government contracts.

Prepares contracts and associated purchase orders for maintenance and repair of equipment and furniture.

Ensures adherence to the *Guide to Judiciary Policies and Procedures* (Guide) and the *Judiciary Procurement Program Procedures* (JP3), and other policies and procedures promulgated by the Administrative Office of the U.S. Courts (AOUSC), on procurement practices.

Assesses requests for goods and services by ensuring that they are allowable under limitations, restrictions, and policies, as well as determining availability of funds. Ensures that accounts have funds available for items being purchased. Prepares spreadsheets and maintain databases to track certain expenditures. Provides reports of activities as requested.

Researches and evaluates suppliers based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities as well as reputation and history. Prepares specifications, solicitations, and requests for qualifications/proposals; researches products and equipment. Obtains and reviews competitive bids, quotes, and proposals from vendors and contractors; discuss evaluations and reviews with requesters and subject matter experts.

Prepares Solicitations for Quotations, task orders, best value, and sole source procurement. Negotiates with vendors for the best price over contracted services and purchases.

Evaluates and monitors contract performance to ensure compliance with contracted obligations; assists with clarifying contract requirements and resolving any conflicts. Recommends cyclical replacement of accountable property.

Oversees the Court's procurement staff providing daily direction and guidance to staff, and serving as the technical expert in related areas and ensuring that internal controls are maintained in accordance with the Guide and JP3.

Manages interior design projects and other assigned building projects, including office moves and design of new space.

Ensures adherence and monitors practices associated with internal controls and audits, including file retention and records management.

Develops and maintains internal procedures and controls, and revises written materials (including manuals) as needed.

Administers and monitors the internal telephone billing process and court's cell phone plans and billing.

Prepares and administers designations for purchasing, travel cards, phone cards, and government purchase cards.

Maintains current procurement records of each functional allotment and reconciles accounts regularly with the financial office.

Coordinates with the Circuit Facilities Administrator and General Services Administration personnel on maintenance level related to working conditions.

Oversees the mail functions assigned to this office.

Assists in the development and justification of budget requests.

Participates in the management of the procurement staff, including the performance appraisal process and in hiring new employees.

Factor 1, Job Requirements:

Thorough knowledge of government procurement policies and procedures. Thorough knowledge of the various court unit(s) (which includes the Clerk's Office, Legal Division, Library, Circuit Executive's Office, and chambers) needs and usage of supplies, equipment, and forms. Excellent ability to communicate information concisely and convincingly both in writing and orally. Good skills in negotiating terms and conditions of services and contracts with vendors. Ability to obtain Contracting Officer Certification. Good skills in the use of automation, including word processing, spreadsheet, and database applications. Knowledge of internal controls procedures and audit guidelines.

Factor 2, Scope and Effect of Work:

Work affects mainly personnel of the U.S. Court of Appeals for the District of Columbia Circuit. The efficient flow of materials and services to support the work of the court is

critical to the entire organization. Accuracy and compliance with regulations are necessary to avoid audit findings, and possible challenges or investigation for wrongdoing. Office supplies and forms are necessary to perform basic functions and the court depends on the incumbent to provide the needed material. Properly operating equipment enables court personnel to function efficiently. The incumbent, ensures that the office's equipment is in good operating condition. Appropriately maintained working conditions such as heat, light, furnishings, and space also contribute to a productive workforce.

Factor 3, Complexity:

The rules and regulations covering procurement are many and complex. Ensuring that the often complicated procedures for different types of procurement are correctly applied, and that the expenses are kept within each allotment, are difficult tasks. Incumbent must stay up to date and aware of related federal rules and regulations that affect certain programs and purchases. Audit requirements are lengthy and must be followed at all times. Determining the best quality for the lowest cost is also a challenge, especially since negotiations are often involved. Satisfying the needs of staff, frequently on very short notice, is difficult.

Factor 4, Work Parameters:

The section of the *Guide to Judiciary Policies and Procedures* on procurement practice and the *Judiciary Procurement Program Procedures* (JP3) serve as the basic procedural documents. All purchasing decisions are impacted by one rule or another and the incumbent must apply the most relevant. Interpretations of guidelines and providing instructions to line staff is performed by the incumbent. Responsible for solid fiduciary management, including the anti-deficiency act and other regulations affecting the judiciary. The court financial system is used to manage the funds available. The Administrative Manager monitors the incumbent's performance and adherence to policies and procedures, providing directions and guidance when necessary.

Factor 5, Personal Interactions:

Works with managers and supervisors within the court on requirements, repairs and replacement of furniture and equipment. Also works with the financial deputy in maintaining allotment control. The incumbent also provides services for the judges and their staff. Regular contacts are also made with the Circuit Executive's Office and GSA representatives over space and facilities maintenance. Daily contacts are made with bidders and vendors as a part of the procurement process. Contacts are made with the procurement staff at the Administrative Office to discuss problems, procedural requirements, report and audit requirements. The incumbent provides supervisor with feedback and recommendations concerning the performance of procurement staff.

Factor 6, Environmental Demands:

Work is performed in an office setting. Frequent lifting of boxes and moving of equipment and small furniture is required.